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| --- | --- |
| 1. Once you have opened the spreadsheet, scroll down and click the number next to the cell after the day   ***(IMPORTANT DO NOT CLICK ON THE DAY CELL)*** | mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_steps%20for%20printing%20one%20day.zip\Problem_20140801_1251.mht!screenshot_0004.jpeg |
| 2. Drag down over the numbers for the rows you want to hide until the last cell you would like to not see or hide. | mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_steps%20for%20printing%20one%20day.zip\Problem_20140801_1251.mht!screenshot_0005.jpeg |
| 3. Right Click on one of the numbers and choose HIDE. This will hide all of those selected rows so they will not print. | [mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_steps%20for%20printing%20one%20day.zip\Problem_20140801_1251.mht!screenshot_0007.jpeg](mhtml:file://C:%5CUsers%5CAdmin%5CAppData%5CLocal%5CTemp%5CTemp1_steps%20for%20printing%20one%20day.zip%5CProblem_20140801_1251.mht!screenshot_0007.jpeg) |
| 4. Now you will still see the Monday cell, but everything else will hide and you will see the one day’s count, in this case Wednesday. | [mhtml:file://C:\Users\Admin\AppData\Local\Temp\Temp1_steps%20for%20printing%20one%20day.zip\Problem_20140801_1251.mht!screenshot_0011.jpeg](mhtml:file://C:%5CUsers%5CAdmin%5CAppData%5CLocal%5CTemp%5CTemp1_steps%20for%20printing%20one%20day.zip%5CProblem_20140801_1251.mht!screenshot_0011.jpeg) |

**Printing One Day of the Production Record**